

ADDENDUM

Position Title: STAFF ASSISTANT Department: SOCIAL SERVICES - WELFARE	Class Code:	Position Level: 6
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ADDITIONAL KEY RESPONSIBILITIES

1. May make occasional field visits.
2. On Call 24 hours pending disasters.

ADDITIONAL KEY JOB REQUIREMENTS

1. Requires word processing and data entry computer experience.
2. Valid FL Drivers License and possession of a vehicle.
3. Typing Test required.

APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: _____ Signature: _____ Date: _____

County Administrator:

Name: _____ Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____